BSO Tutorial for Tax Year 2004

Create Forms W-2c Online

Contains the following lessons:

- Create Forms W-2c Online
- Download Submitted W-2cs

Lesson 1: Create Forms W-2c Online

Follow the instructions below to create up to 5 Forms W-2c online.

Step 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

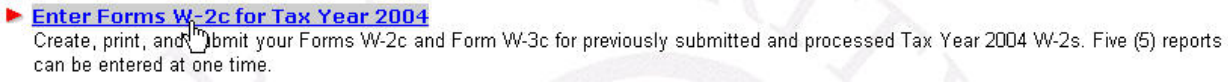
Step 2: Select the **Login** link on the Business Services Online Welcome page. The system displays the General Login Attestation page.

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Business Services Online Login page.

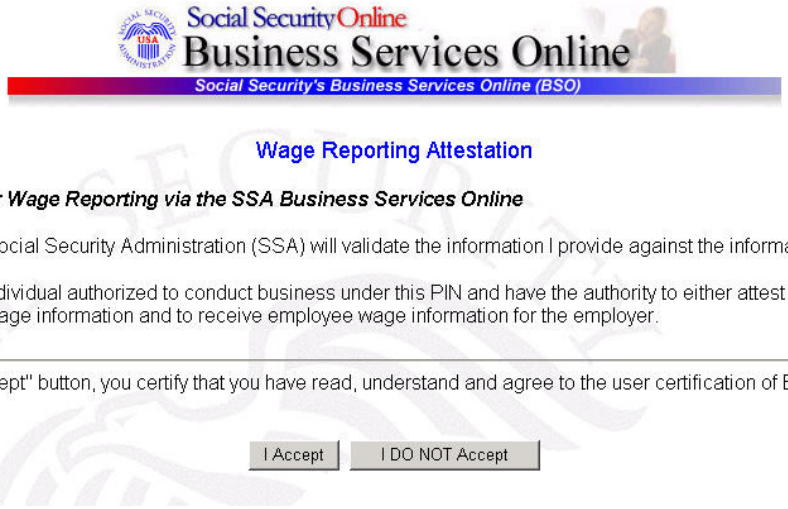
Step 4: Enter your PIN and password.

Step 5: Select the **Login** button. The system displays the BSO Home Page. (To return to the Business Services Online Welcome page, select the **Cancel** button.)

Step 6: Select the **Enter Forms W-2c for Tax Year 2004** link.



The system displays the Wage Reporting Attestation page.



Step 7: Select the **I Accept** button after reading the conditions defined on the Wage Reporting Attestation page. The system displays the W-2c Online Information for Tax Year 2004 page.

Social Security Online
Business Services Online

W-2c Online Help

W-2c Online
Information for Tax Year 2004

W-2c Online lets you create, print, and submit up to 5 Forms W-2c to the Social Security Administration. You may not use W-2c Online if any of the restrictions below apply to you.

Note: W-2c Online does not contain any Test features. Please do not submit any data you do not want processed by the Social Security Administration.

Data entered in boxes 15 through 20 on the Form W-2c will not be shown on the Form W-3c. However, this data will be displayed on individual W-2cs when printed. State data submitted to the Social Security Administration will not be furnished to the State.

You will need **Adobe Acrobat Reader** (version 5.0 is recommended) to print your Form W-3c and Forms W-2c. Follow this link to go to Adobe's free download page.

BEFORE CONTINUING, YOU MUST:

- Read all restrictions carefully.
- Verify your registration information.
- Specify whether you are filing for yourself or another company.

When you have finished, select the ***Continue*** button at the bottom of this page.

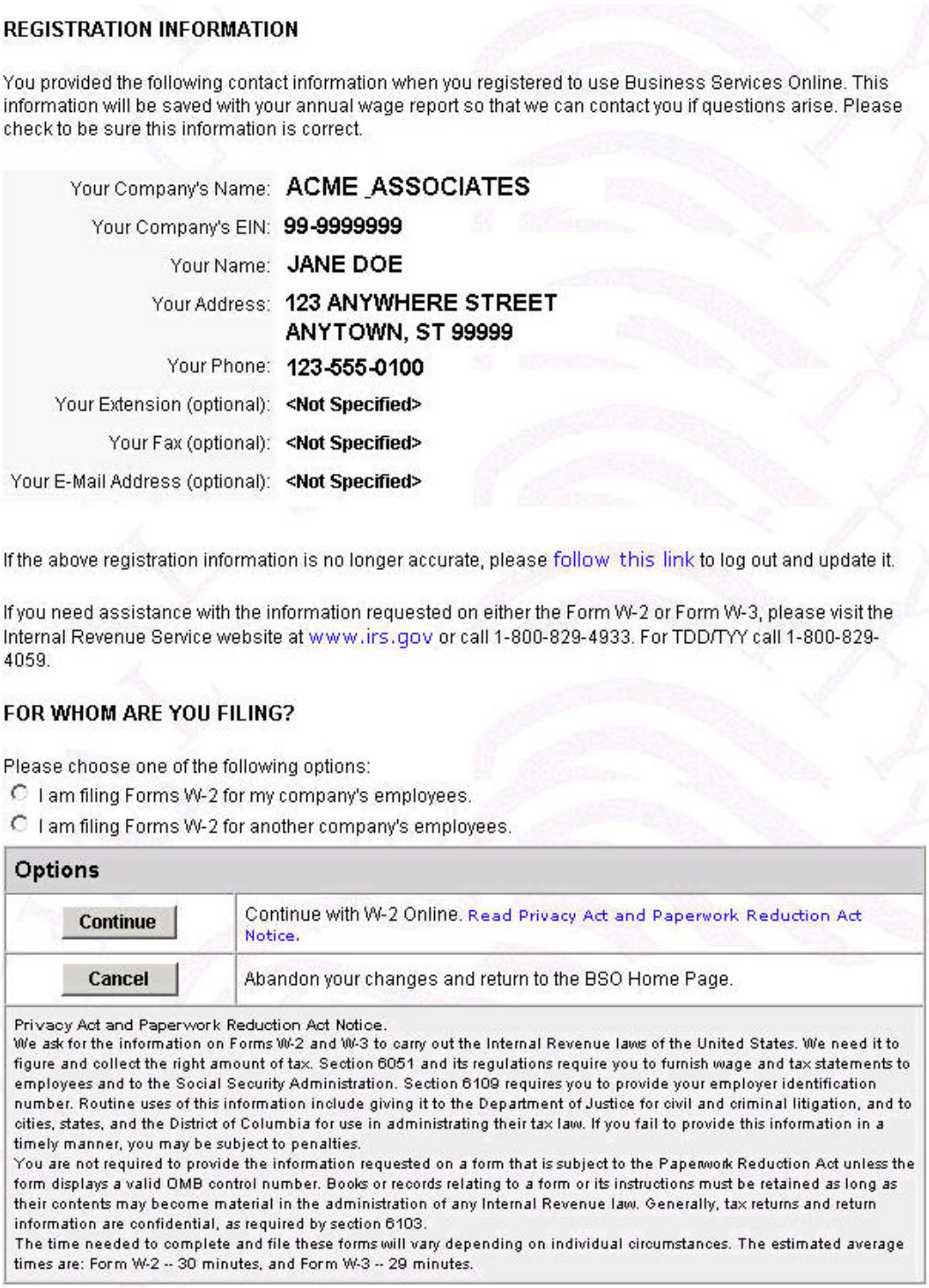
The following RESTRICTIONS apply to all W-2c Reports:

- Previous W-2s where both the Name and SSN fields were blank may not be corrected.
- Third-party sick pay recap forms may not be corrected.
- Agent indicator code may not be corrected.
- You must verify your W-2 has moved to Complete status before attempting to file a correction.
- Self-employed individuals may not file correction reports.
  Note: Self-employment income and applicable taxes must be reported on Internal Revenue Service Form Schedule SE, as required by the Internal Revenue Service. If you have questions on self-employment income and tax reporting, visit the Internal Revenue Service web site at www.irs.gov or call 1-800-829-1040. For TDD/TTY call 1-800-829-4059.

The following RESTRICTIONS apply only to W-2c Online:

- Do NOT use W-2c Online if you are attempting to file Forms W-2.
- Do NOT use W-2c Online if you are filing corrections for a tax year other than 2004.
- Do NOT use W-2c Online if you are attempting to correct address information. Please complete IRS Form 8822 to correct address information.
- Do NOT use W-2c Online if you are attempting to correct Employment Type or Establishment Number.
- Do NOT use W-2c Online if you are only correcting state wage/tax data (Boxes 15-20 on Form W-2c). SSA does not pass W-2c information on to the states.
- Do NOT use W-2c Online if you are correcting a previous W-2c report.
- Do NOT use W-2c Online if you are correcting wages earned in American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, or the Virgin Islands.
- Do NOT use W-2c Online if you are correcting United States military wages or using a military Employer Identification Number (EIN).
- Corrections cannot be made to incorrectly filed EINs.
- You may only enter up to five Forms W-2cs per Form W-3c.

NOTE: W-2c Online does not contain a 'Save' feature. Therefore, you must enter and submit your corrections in one session.



REGISTRATION INFORMATION

You provided the following contact information when you registered to use Business Services Online. This information will be saved with your annual wage report so that we can contact you if questions arise. Please check to be sure this information is correct.

Your Company's Name:	ACME _ASSOCIATES
Your Company's EIN:	99-9999999
Your Name:	JANE DOE
Your Address:	123 ANYWHERE STREET ANYTOWN, ST 99999
Your Phone:	123-555-0100
Your Extension (optional):	<Not Specified>
Your Fax (optional):	<Not Specified>
Your E-Mail Address (optional):	<Not Specified>

If the above registration information is no longer accurate, please follow this link to log out and update it.

If you need assistance with the information requested on either the Form W-2 or Form W-3, please visit the Internal Revenue Service website at www.irs.gov or call 1-800-829-4933. For TDD/TYY call 1-800-829-4059.

FOR WHOM ARE YOU FILING?

Please choose one of the following options:

- ○ I am filing Forms W-2 for my company's employees.
- ○ I am filing Forms W-2 for another company's employees.

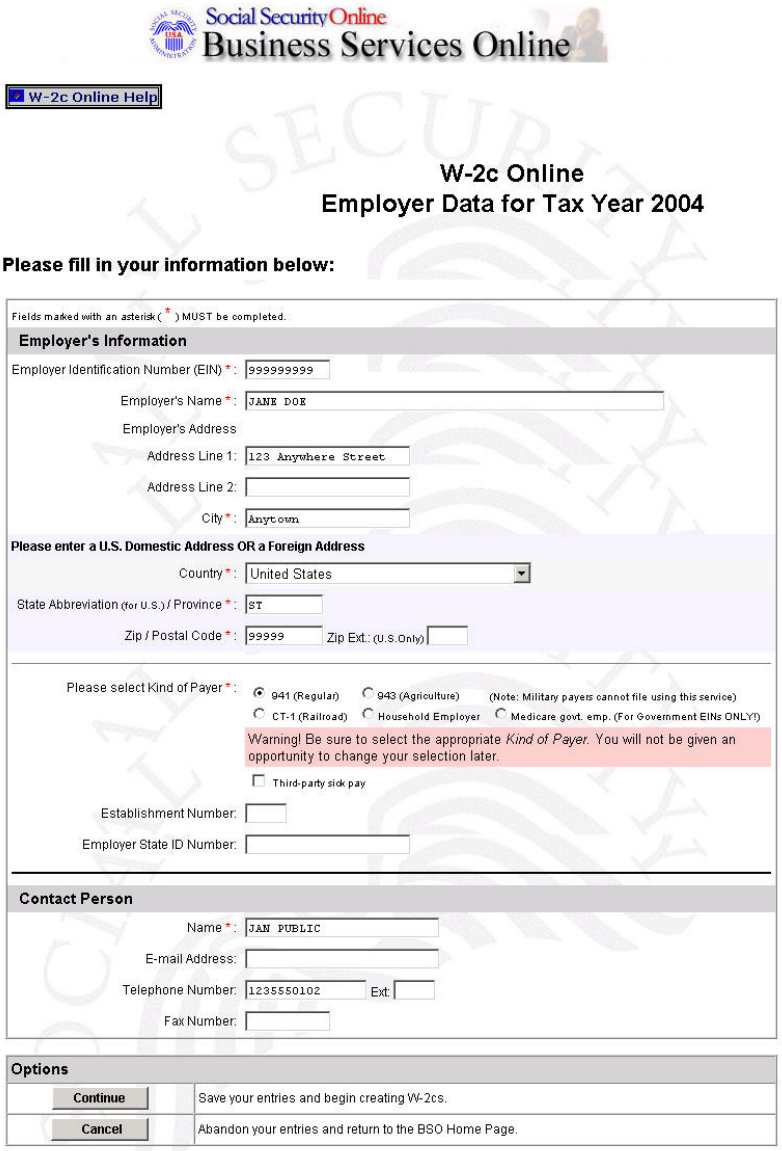
Options	
Continue	Continue with W-2 Online. Read Privacy Act and Paperwork Reduction Act Notice.
Cancel	Abandon your changes and return to the BSO Home Page.

Privacy Act and Paperwork Reduction Act Notice.
We ask for the information on Forms W-2 and W-3 to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. Section 6051 and its regulations require you to furnish wage and tax statements to employees and to the Social Security Administration. Section 6109 requires you to provide your employer identification number. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administrating their tax law. If you fail to provide this information in a timely manner, you may be subject to penalties.
You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.
The time needed to complete and file these forms will vary depending on individual circumstances. The estimated average times are: Form W-2 -- 30 minutes, and Form W-3 -- 29 minutes.

Step 8: Select the appropriate response for the **FOR WHOM ARE YOU FILING?** section after reviewing the Registration Information.

The FOR WHOM ARE YOU FILING? radio buttons are not available for self-employed users.

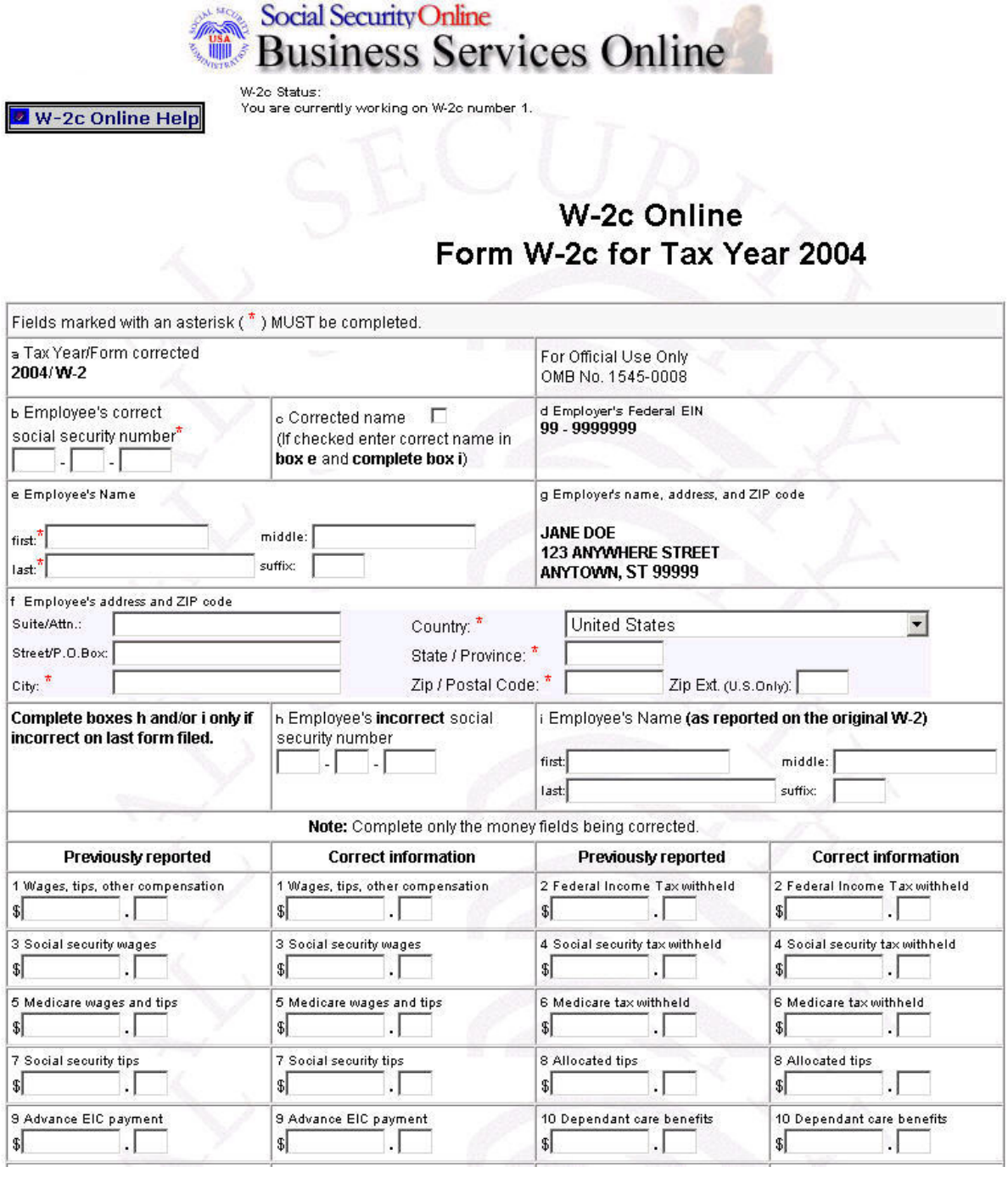
Step 9: Select the **Continue** button after reviewing the Privacy Act and Paperwork Reduction Act notice. The system displays the W-2c Online Employer Data for Tax Year 2004 page. (Otherwise, select the **Cancel** button to end this session and return to the BSO Home Page.)



Step 10: Enter your employer information. If you are filing for your own company, the system automatically populates this information.

All fields marked with an asterisk (*) must be completed.

Step 11: Select the **Continue** button. The system displays the W-2c Online Form W-2c for Tax Year 2004 page. (Otherwise, select the **Cancel** button to exit and return to the BSO Home Page.)



Social Security Online
Business Services Online

W-2c Online Help

W-2c Status:
You are currently working on W-2c number 1.

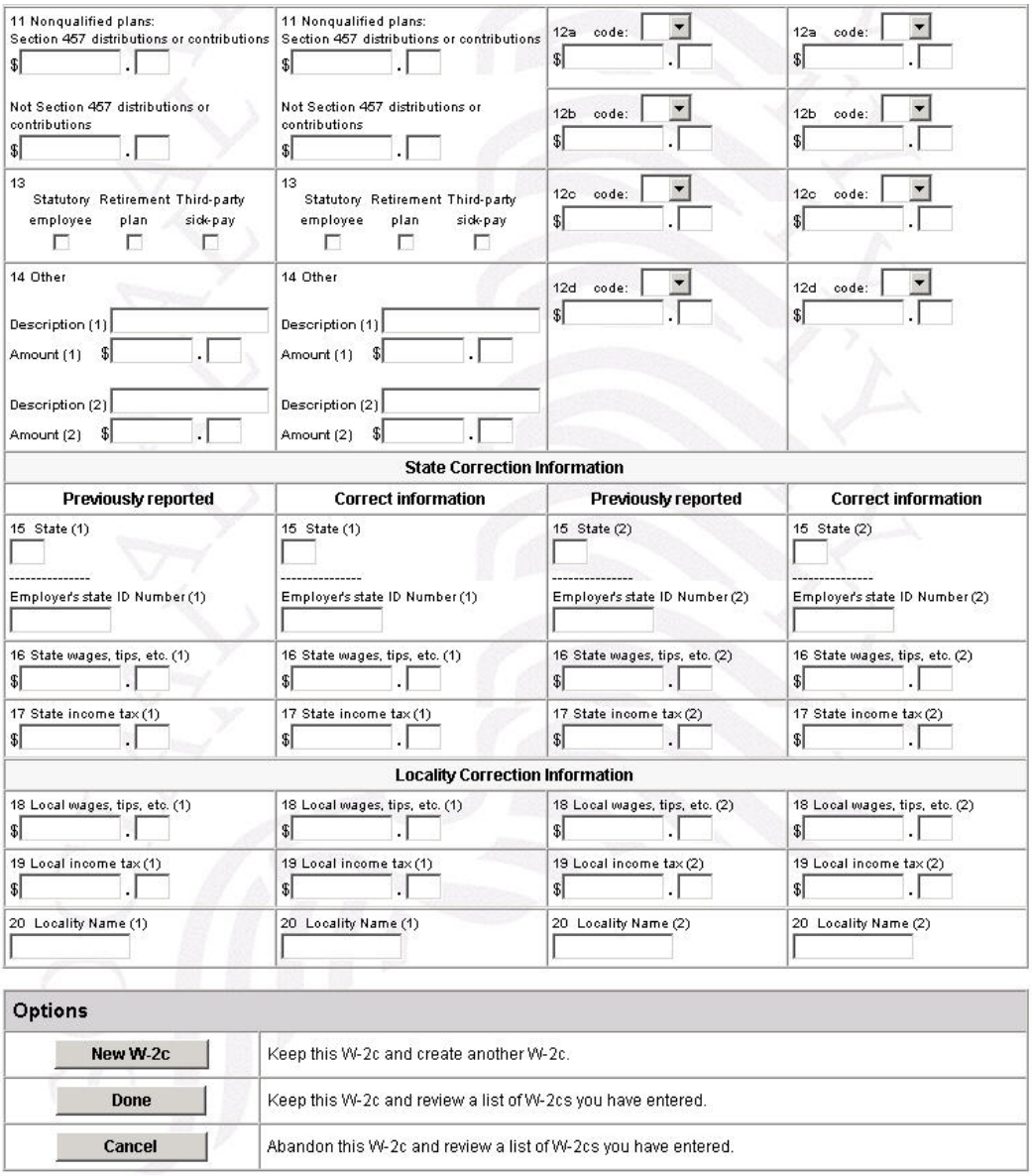
W-2c Online
Form W-2c for Tax Year 2004

Fields marked with an asterisk (*) MUST be completed.

a Tax Year/Form corrected **2004/W-2**		For Official Use Only OMB No. 1545-0008
b Employee's correct social security number* ___ - ___ - ___	c Corrected name ☐ (If checked enter correct name in **box e** and **complete box i**)	d Employer's Federal EIN **99 - 9999999**
e Employee's Name first:* middle: last:* suffix:		g Employer's name, address, and ZIP code **JANE DOE** **123 ANYWHERE STREET** **ANYTOWN, ST 99999**
f Employee's address and ZIP code Suite/Attn.: Street/P.O.Box: City: *	Country: * United States State / Province: * Zip / Postal Code: * Zip Ext. (U.S.Only):	
Complete boxes h and/or i only if incorrect on last form filed.	h Employee's **incorrect** social security number ___ - ___ - ___	i Employee's Name **(as reported on the original W-2)** first: middle: last: suffix:

Note: Complete only the money fields being corrected.

Previously reported	Correct information	Previously reported	Correct information
1 Wages, tips, other compensation $.	1 Wages, tips, other compensation $.	2 Federal Income Tax withheld $.	2 Federal Income Tax withheld $.
3 Social security wages $.	3 Social security wages $.	4 Social security tax withheld $.	4 Social security tax withheld $.
5 Medicare wages and tips $.	5 Medicare wages and tips $.	6 Medicare tax withheld $.	6 Medicare tax withheld $.
7 Social security tips $.	7 Social security tips $.	8 Allocated tips $.	8 Allocated tips $.
9 Advance EIC payment $.	9 Advance EIC payment $.	10 Dependant care benefits $.	10 Dependant care benefits $.



11 Nonqualified plans: Section 457 distributions or contributions $. Not Section 457 distributions or contributions $.	11 Nonqualified plans: Section 457 distributions or contributions $. Not Section 457 distributions or contributions $.	12a code: $.	12a code: $.
		12b code: $.	12b code: $.
13 Statutory employee ☐ Retirement plan ☐ Third-party sick-pay ☐	13 Statutory employee ☐ Retirement plan ☐ Third-party sick-pay ☐	12c code: $.	12c code: $.
14 Other Description (1) Amount (1) $. Description (2) Amount (2) $.	14 Other Description (1) Amount (1) $. Description (2) Amount (2) $.	12d code: $.	12d code: $.
State Correction Information			
Previously reported	**Correct information**	**Previously reported**	**Correct information**
15 State (1) ---------- Employer's state ID Number (1)	15 State (1) ---------- Employer's state ID Number (1)	15 State (2) ---------- Employer's state ID Number (2)	15 State (2) ---------- Employer's state ID Number (2)
16 State wages, tips, etc. (1) $.	16 State wages, tips, etc. (1) $.	16 State wages, tips, etc. (2) $.	16 State wages, tips, etc. (2) $.
17 State income tax (1) $.	17 State income tax (1) $.	17 State income tax (2) $.	17 State income tax (2) $.
Locality Correction Information			
18 Local wages, tips, etc. (1) $.	18 Local wages, tips, etc. (1) $.	18 Local wages, tips, etc. (2) $.	18 Local wages, tips, etc. (2) $.
19 Local income tax (1) $.	19 Local income tax (1) $.	19 Local income tax (2) $.	19 Local income tax (2) $.
20 Locality Name (1)	20 Locality Name (1)	20 Locality Name (2)	20 Locality Name (2)

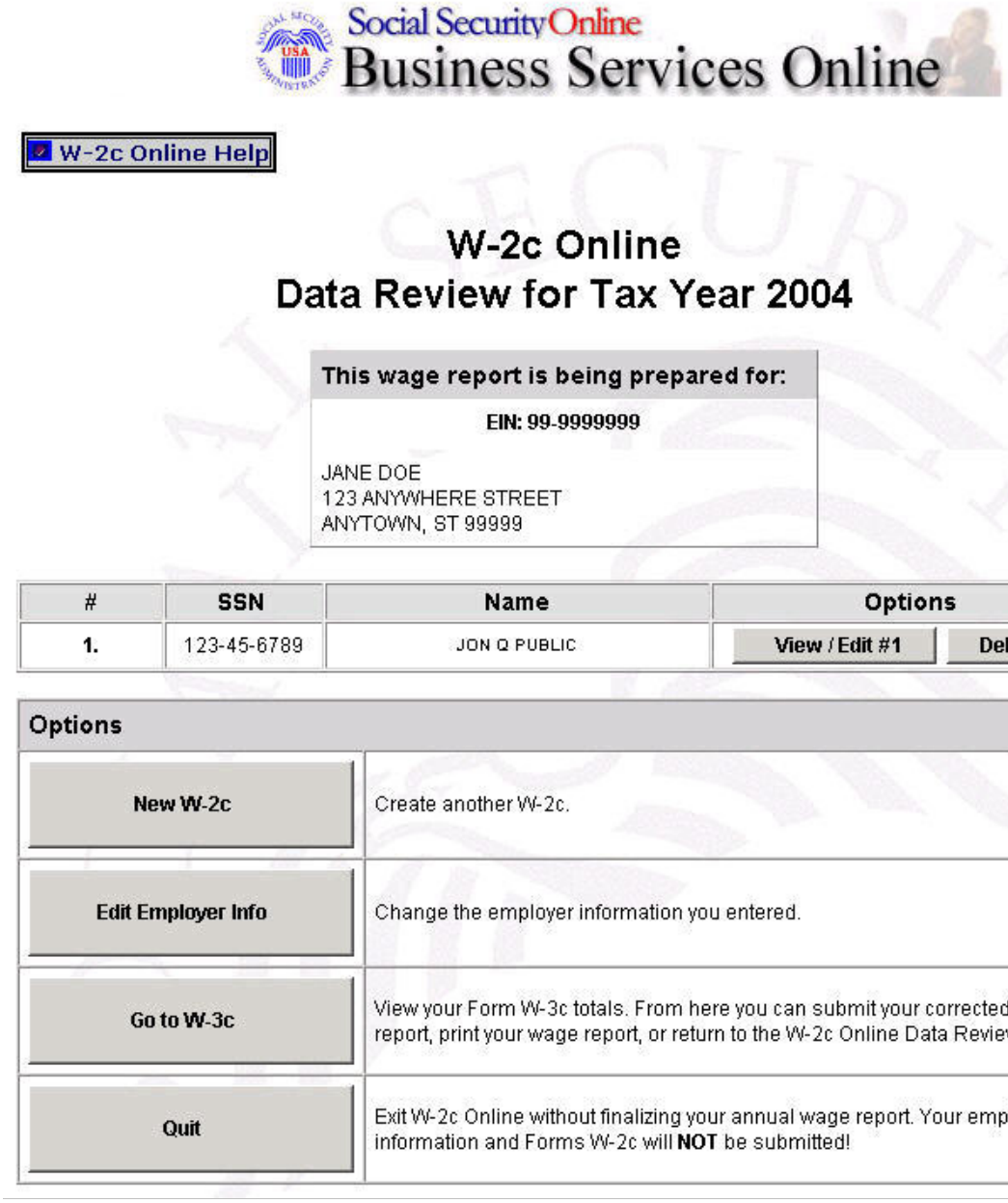
Options	
New W-2c	Keep this W-2c and create another W-2c.
Done	Keep this W-2c and review a list of W-2cs you have entered.
Cancel	Abandon this W-2c and review a list of W-2cs you have entered.

Step 12: Enter the corrections to the W-2 data in the appropriate boxes. Do not fill in the fields that were reported correctly the first time you filed Form W-2.

Step 13: Select the **New W-2c** button to save this W-2c information and create another W-2c. Otherwise, select the **Done** button to save this W-2c information and proceed to the W-2c Online Data Review for Tax Year 2004 page. You may also select the **Cancel** button to delete entries made to this W-2c.

*You can enter a maximum of 5 W-2cs. When entering your 5th W-2c, the system no longer displays the **New W-2c** button.*

Step 14: After you select the **New W-2c** button or the **Done** button, you may receive an alert. If so, you will need to review your data and make any corrections or select an override response for each alert. Then, select the **Done** button or the **New W-2c** button to proceed to the W-2c Online Data Review for Tax Year 2004 page.



Step 15: Select the **View/Edit** button next to the appropriate record to view or edit the W-2c data. If you want to delete the W-2c data, select the **Delete** button next to the appropriate record.

Step 16: Select one of the following options:

New W-2c button allows you to create another Form W-2c. This option will not be available if you already have five Forms W-2c.

Edit Employer Info button allows you to modify information on the Employer Data page.

Go to W-3c button allows you to access the Form W-3c. See Step 17 for information about the **Go to W-3c** button.

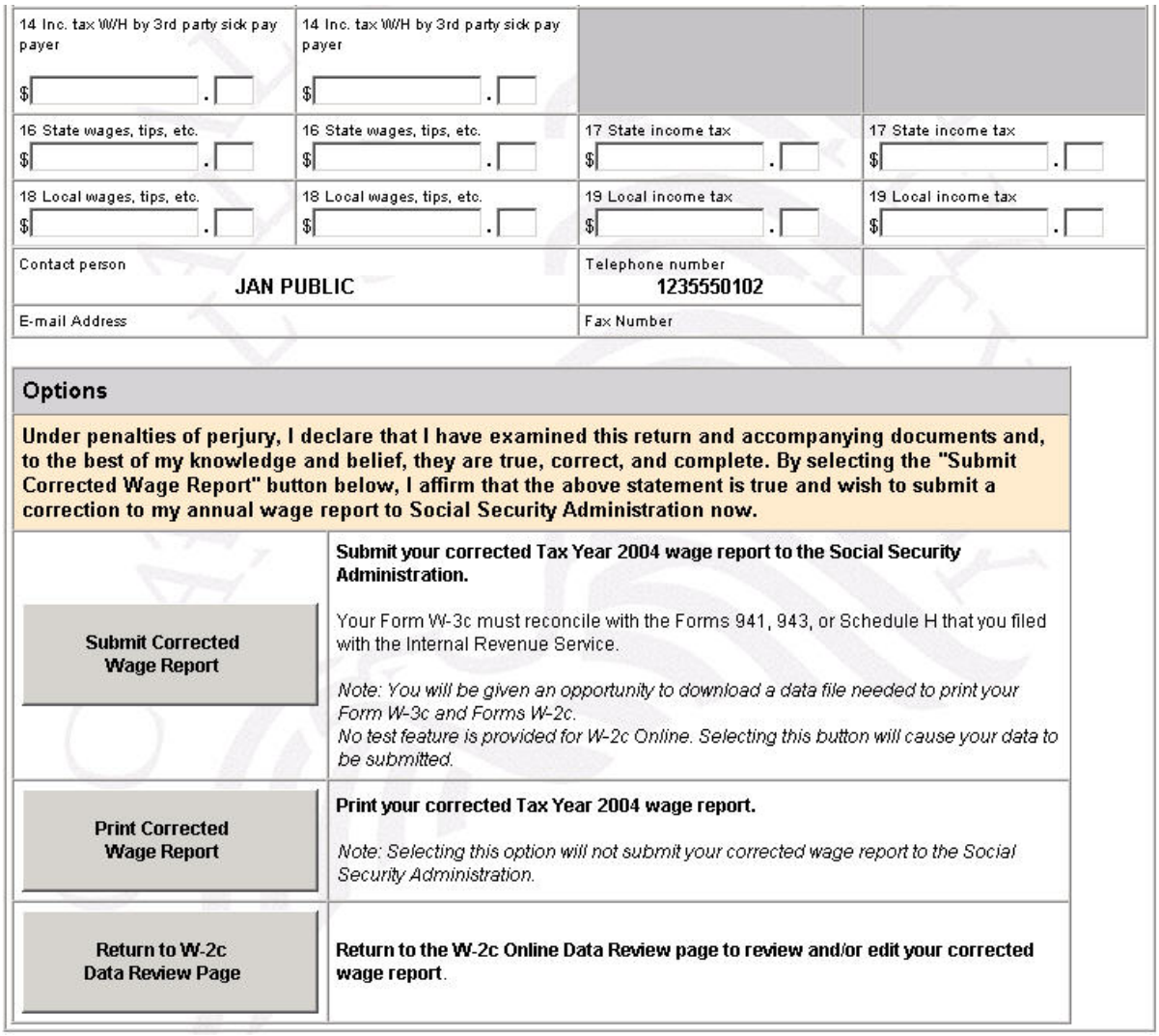
Quit button allows you to exit this session without saving any of your data.

Step 17: Select the **Go to W-3c** button. The system displays the W-2c Online Form W-3c for Tax Year 2004 page for your review.

W-2c Online Help

W-2c Online
Form W-3c For Tax Year 2004

a Tax Year/Form corrected **2004/W-2**		For Official Use Only OMB No. 1545-0008	
b Employer's name, address, and ZIP code **JANE DOE** **123 ANYWHERE STREET** **ANYTOWN, ST 99999**		c Kind of Payer **941 - Regular**	
d Number of Forms W-2c **1**	e Employer's Federal EIN **99-9999999**	f Establishment number	g Employer's State ID number
Boxes h, i and j are not applicable for W-2c Online.	h Employer's incorrect Federal EIN **Not Applicable**	i Incorrect Establishment Number **Not Applicable**	j Incorrect State ID number **Not Applicable**
Total of amounts previously reported as shown on enclosed Forms W-2c	**Total of corrected amounts as shown on enclosed Forms W-2c**	**Total of amounts previously reported as shown on enclosed Forms W-2c**	**Total of corrected amounts as shown on enclosed Forms W-2c**
1 Wages, tips, other compensation **$56.00**	1 Wages, tips, other compensation **$65.00**	2 Federal Income Tax withheld **$43.00**	2 Federal Income Tax withheld **$34.00**
3 Social security wages **$0.00**	3 Social security wages **$0.00**	4 Social security tax withheld **$0.00**	4 Social security tax withheld **$0.00**
5 Medicare wages and tips **$0.00**	5 Medicare wages and tips **$0.00**	6 Medicare tax withheld **$0.00**	6 Medicare tax withheld **$0.00**
7 Social security tips **$0.00**	7 Social security tips **$0.00**	8 Allocated tips **$0.00**	8 Allocated tips **$0.00**
9 Advance EIC payment **$0.00**	9 Advance EIC payment **$0.00**	10 Dependant care benefits **$0.00**	10 Dependant care benefits **$0.00**
11 Nonqualified plans: **$0.00**	11 Nonqualified plans: **$0.00**	12a-d (Coded items) **$0.00**	12a-d (Coded items) **$0.00**



14 Inc. tax W/H by 3rd party sick pay payer	14 Inc. tax W/H by 3rd party sick pay payer		
$.	$.		
16 State wages, tips, etc. $.	16 State wages, tips, etc. $.	17 State income tax $.	17 State income tax $.
18 Local wages, tips, etc. $.	18 Local wages, tips, etc. $.	19 Local income tax $.	19 Local income tax $.
Contact person JAN PUBLIC		Telephone number 1235550102	
E-mail Address		Fax Number	

Options

Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By selecting the "Submit Corrected Wage Report" button below, I affirm that the above statement is true and wish to submit a correction to my annual wage report to Social Security Administration now.

Submit Corrected Wage Report	**Submit your corrected Tax Year 2004 wage report to the Social Security Administration.** Your Form W-3c must reconcile with the Forms 941, 943, or Schedule H that you filed with the Internal Revenue Service. *Note: You will be given an opportunity to download a data file needed to print your Form W-3c and Forms W-2c.* *No test feature is provided for W-2c Online. Selecting this button will cause your data to be submitted.*
Print Corrected Wage Report	**Print your corrected Tax Year 2004 wage report.** *Note: Selecting this option will not submit your corrected wage report to the Social Security Administration.*
Return to W-2c Data Review Page	**Return to the W-2c Online Data Review page to review and/or edit your corrected wage report.**

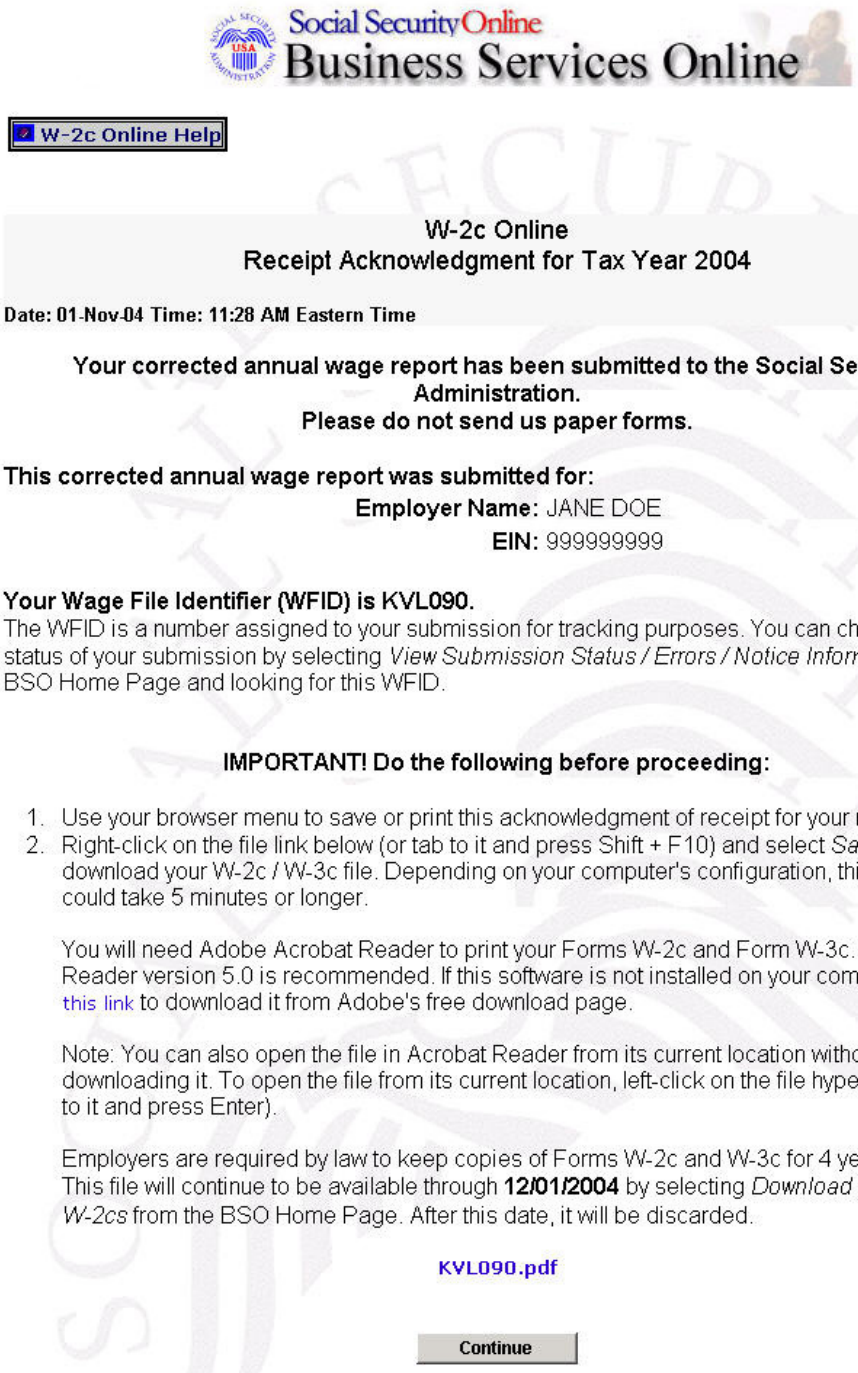
Step 18: Select one of the following options:

Submit Corrected Wage Report button to submit your corrected wage information. Go to Step 19 for more information.

Print Corrected Wage Report button to print or preview your corrected wage report prior to submitting it to SSA. Go to Step 23 for more information.

Return to W-2c Data Review Page button to edit your data. Go to Step 28 for more information.

Step 19: Select the **Submit Corrected Wage Report** button on the W-2c Online Form W-3c for Tax Year 2004 page to submit the corrected wage report. The system displays the W-2c Online Receipt Acknowledgement for Tax Year 2004 page.



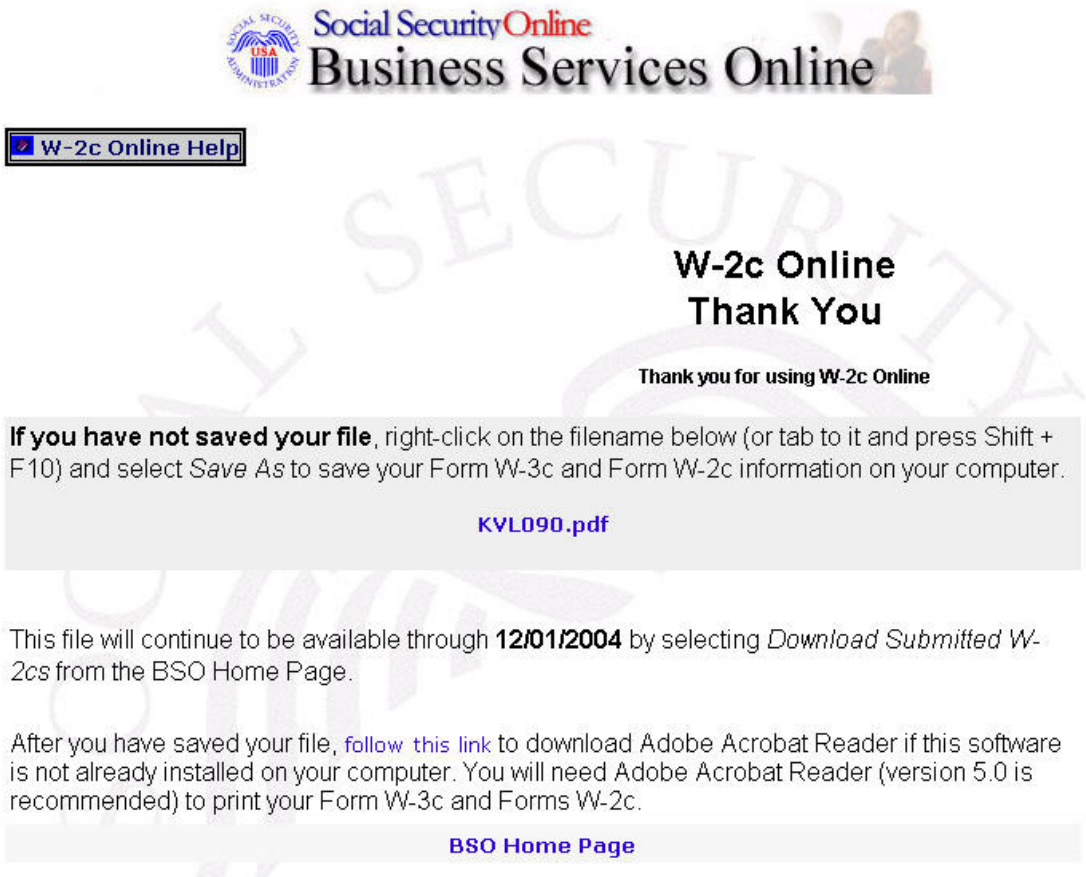
Step 20: Right-click the file link to save the wage file.

Step 21: Select the **Save Target As** option from the browser menu to save the file. (Otherwise, select the **Continue** button.)

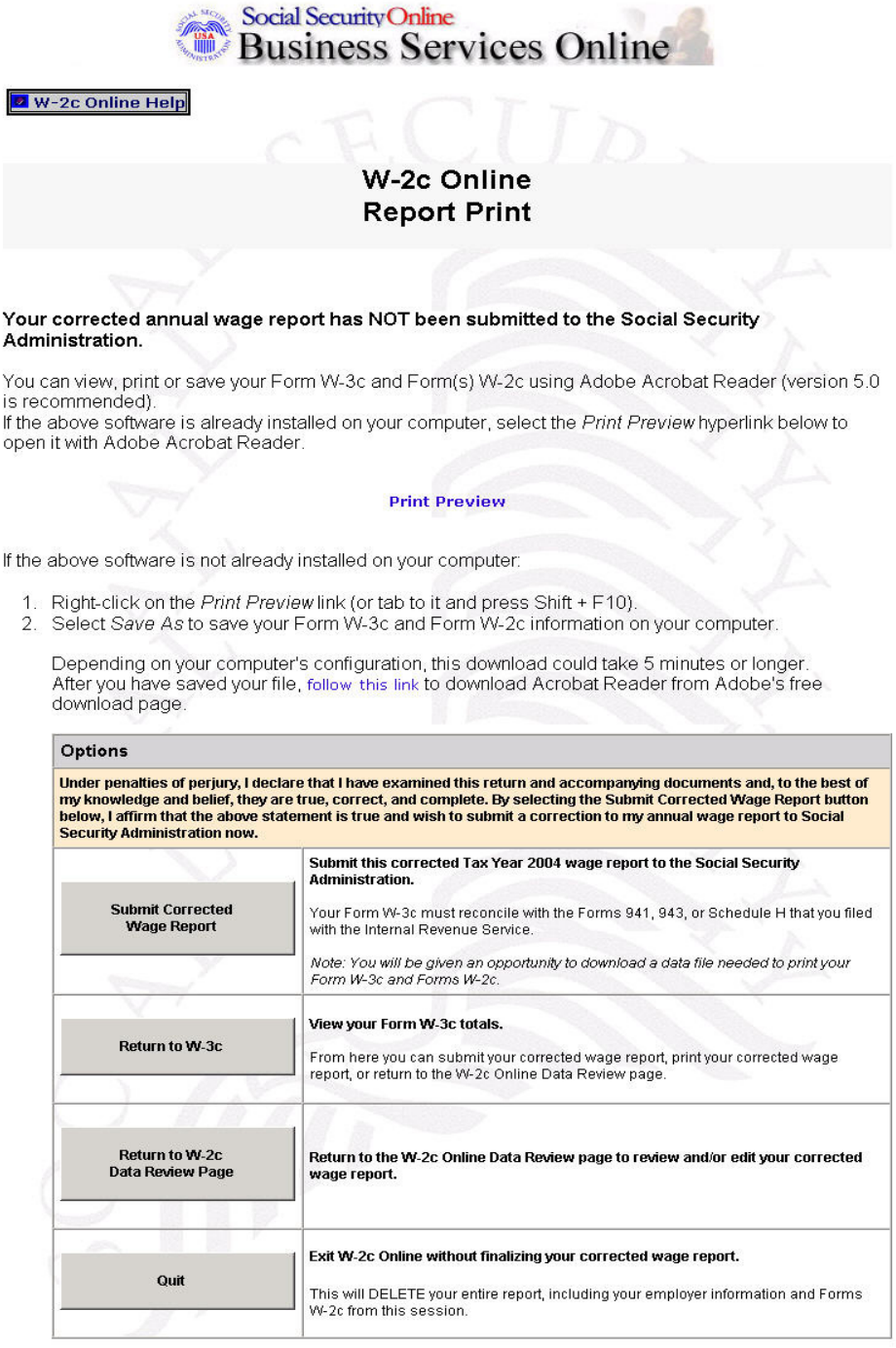
NOTE

You can download your submitted corrected wage file for up to 30 days after the submission date by using the Lesson 2: Download Submitted W-2cs feature.

Step 22: Select the **Continue** button. The system displays the W-2c Online Thank You page.



Step 23: Select the **Print Corrected Wage Report** button on the W-2c Online Form W-3c for Tax Year 2004 page to print the corrected wage report. The system displays the W-2c Online Report Print page.



If you do not have Adobe Acrobat Reader on your computer, you can download it by selecting "follow this link" near the top of the page.

Step 24: Select the **Print Preview** link. The system displays the compiled Forms W-2c and W-3c.

Step 25: Select **File>Print** from the menu bar or select the **Print** icon from the tool bar to print your Forms W-2c and W-3c.

Step 26: Select **File>Close** on the menu bar after printing to close the window. The system returns you to the Print Preview page.

Step 27: The options on the Print Preview page allow you to submit your corrected wage file to SSA, return to the W-3c page, return to the W-2c Online Data Review page, save your data, or quit without saving your data.

Step 28: Select the **Return to W-2c Data Review Page** button on the W-2c Online Form W-3c for Tax Year 2004 page to edit your W-2c data. The system returns you to the W-2c Online Data Review for Tax Year 2004 page.

Lesson 2: Download Submitted Forms W-2c

Follow the instructions below to download an Adobe file containing Forms W-2c and W-3c for a W-2c Online report submitted within the last 30 days.

Submitted wage files are available for 30 days or until December 31, whichever comes first.

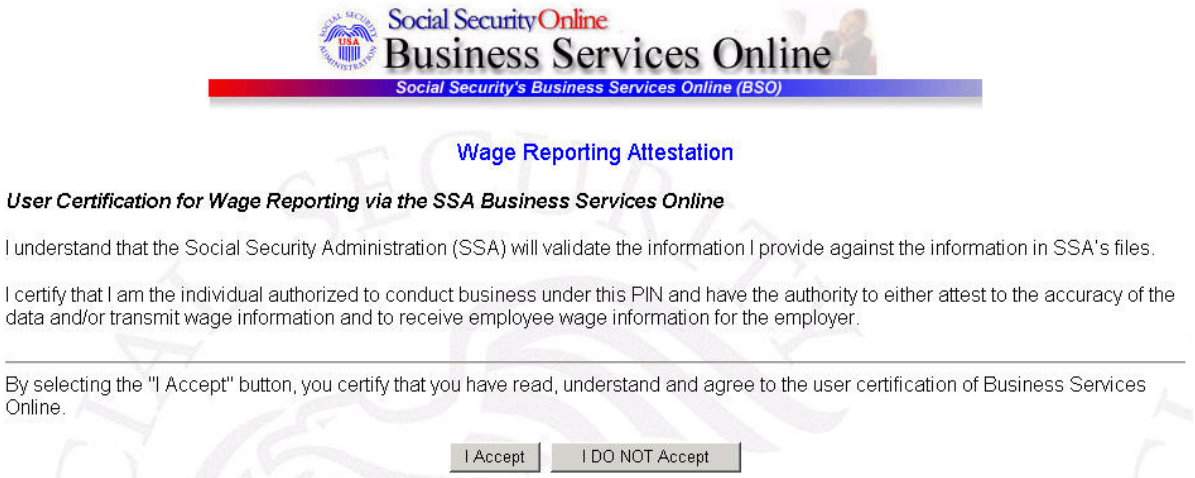
Step 1: Point your browser to the Business Services Online Welcome page: www.socialsecurity.gov/bso/bsowelcome.htm.

Step 2: Select the **Login** link on the BSO Welcome page. The system displays the General Login Attestation page.

Step 3: Select the **I Accept** button after reading the conditions defined on the General Login Attestation page. The system displays the Business Services Online Login page.

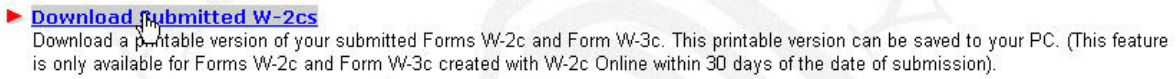
Step 4: Enter your PIN and password.

Step 5: Select the **Login** button to display the main menu. The system displays the Wage Reporting Attestation page.

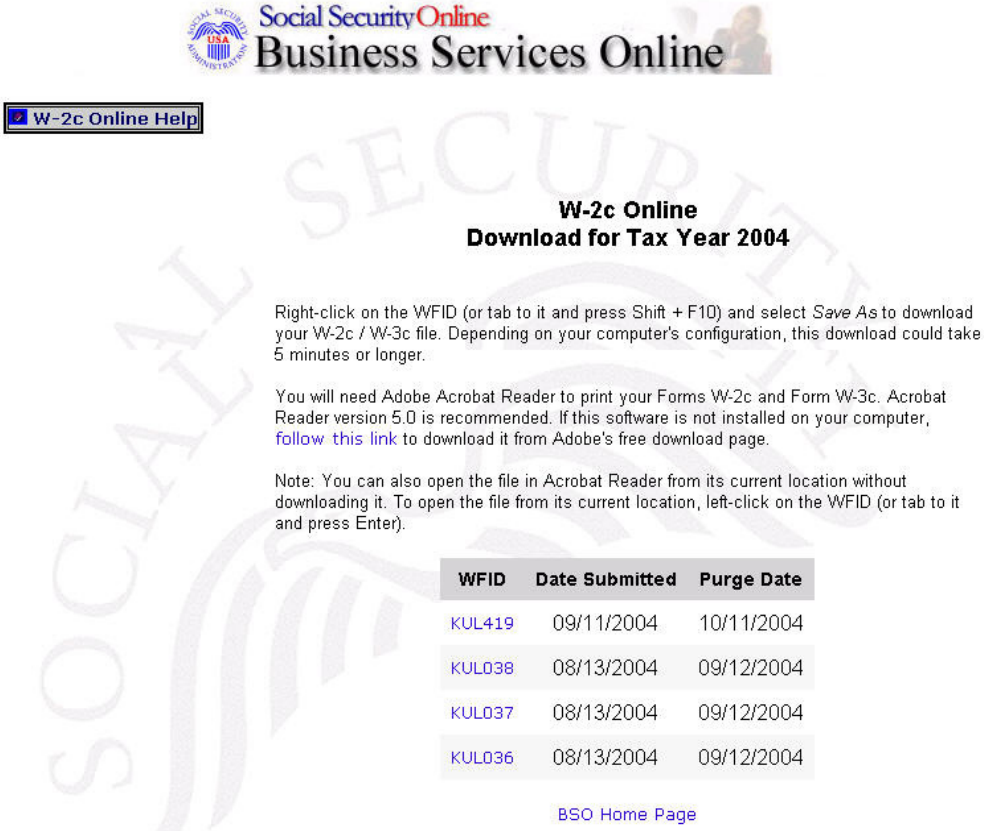


Step 6: Select the **I Accept** button after reading the conditions defined on the Wage Reporting Attestation page. The system displays the BSO Home Page.

Step 7: Select the **Download Submitted W-2cs** link.



The system displays the W-2c Online Download for Tax Year 2004 page with previously submitted Wage Statements.



Step 8: Right-click the WFID link you wish to download.

Step 9: Select the **Save Target As** option from the browser menu to download the file onto your computer.

Step 10: Select the **BSO Home Page** link to return to the BSO Home Page.